

Washington and Lee University  
EVENT REGISTRATION FORM  
(External Groups)

This form **registers** your event only. Ensure your space has been **reserved prior** to submitting this form. Return completed form to the **Student Affairs office, Elrod Commons 356** or email to [studentaffairs@wlu.edu](mailto:studentaffairs@wlu.edu).

NAME OF HOST/ORGANIZATION(S): \_\_\_\_\_

NAME/TYPE OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ am/pm END TIME \_\_\_\_\_ am/pm

NOTE: Outdoor events must end by Midnight. All other events must end by 1:00 AM.

LOCATION \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ # EXPECTED TO ATTEND EVENT: \_\_\_\_\_

1. Will you be serving alcohol? (Yes/No) \_\_\_\_\_ If yes, will students be attending? (Yes/No) \_\_\_\_\_

- If alcohol will be served, please **complete the box on the back** of this form.
- Outdoor events with alcohol must use a tent with sides (except during all-campus events)
- Events targeting undergraduate students may not mention alcohol in any PR or advertising materials. You may state "Valid ID Required" on PR or advertising materials.

2. Will you be serving food? (Yes/No) \_\_\_\_\_

*Snacks & water/non-alcoholic beverages must be served if alcohol is served.*

University policy gives W&L Dining Services the first right of refusal for all on-campus events. Please contact W&L Catering (540-458-4635) or [catering@wlu.edu](mailto:catering@wlu.edu). If W&L Dining Services is unavailable, you may then seek an outside caterer.

3. Will the event involve any speaker who is a candidate for a political office? (Yes/No) \_\_\_\_\_

4. Is the event expected to result in any statements being made for or against any political party, candidate or incumbent for any political office? (Yes/No) \_\_\_\_\_

5. Will the event involve any other third-party speaker, entertainer, presenter, etc.? (Yes/No) \_\_\_\_\_

*\*\*If the answer to Question 5 is Yes, please provide the name of the speaker, entertainer, presenter, etc*

- **Live or Amplified Music?** If your event is being held outdoors, you will need to secure an Amplified Sound Permit from the Police Department in City Hall to show at your event. **You'll need an approved copy of this form to obtain the Permit.**
- **Have you met the insurance requirements for this event, including providing a certificate of insurance naming Washington and Lee University, its officers, trustees, employees, agents, and volunteers as Additional Insureds?** (Yes/No) \_\_\_\_\_ *(More details regarding this requirement are set forth in the Facilities Use Policy.)*

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- **Signage or Promotional Displays** - - No signage or promotional displays related to Events may be affixed to any University building. All signage and promotional displays related to Events must be approved in advance as part of the Event Registration. All student groups (Internal, Sponsored, and External as defined by policy) must additionally receive approval for any signage or promotional displays with the Director of Student Activities in advance. All signage or promotional displays related to an Event must identify the individual/group responsible for the signage/promotional display and must be removed within two hours of the conclusion of the Event. Please specify all signage and/or promotional displays that will be used in connection with the Event (type and content) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Washington and Lee reserves the right to require the applicant to obtain insurance for the event.

**ALCOHOLIC BEVERAGES:** *The provisions of the University policy on alcohol apply to the activities at any W&L facility reserved under this agreement and those conditions are hereby incorporated herein by reference and must be observed. For more information, please review the Alcohol Service Guidelines at <http://go.wlu.edu/policies>.*

☐ **Type of Alcohol Service: (check one)** \_\_\_\_\_ CASH BAR \_\_\_\_\_ OPEN BAR

**Please check one:** Beer/Wine only \_\_\_\_\_ Full bar \_\_\_\_\_

☐ **Alcohol must be served by a Virginia ABC licensed third party vendor.** If Dining Services declines, you may use any ABC-licensed third-party vendor, OR any third-party vendor (caterer) that secures an ABC one-day Special Events (Banquet) License for alcohol service on campus.

**We will be using:** | Dining Services, or  
| Licensed third-party vendor (Print name & phone) \_\_\_\_\_  
***Please attach catering/ABC license information.***

☐ **Two Student Officers present and not consuming alcohol during event (for student events only):**

Name/Year/Email \_\_\_\_\_  
Name/Year/Email \_\_\_\_\_

**You are required to provide food and water (in individual containers, available throughout entire event) when alcohol is served. Virginia ABC Laws and University Policy must be followed by all users. The University Initiatives on Alcohol and Other Drugs will apply to any violations incurred at this event. The host organization will be held responsible for all activity.**

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**ADDITIONAL TERMS AND CONDITIONS OF REGISTRATION AND AGREEMENT:**

The applicant/organization shall be fully and solely responsible for any and all damages, injuries, costs (including reasonable attorneys' fees) that may arise as a result of the use of the W&L facility; and shall be fully responsible for clean up of the facility immediately after the event.

The applicant/organization will be responsible for the expense of having a Public Safety Officer(s) present at the event if deemed necessary by the Director of Public Safety or deputy. If the event is approved and Public Safety is deemed necessary, Public Safety will notify applicant/organization of the amount due. Payment will be required immediately following the event.

The applicant/organization shall comply fully with all applicable federal, state and local laws during any and all activities related to its use of the facility and the event.

**BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE UNDERSTANDS THE TERMS OF THIS AGREEMENT AND SHALL BE BOUND THEREBY, AND IF SIGNING ON BEHALF OF AN ORGANIZATION, THAT THE UNDERSIGNED HAS FULL AUTHORITY FROM IT TO ENTER INTO THIS AGREEMENT.**

**ADDITIONALLY, IF APPLICABLE, I HAVE READ AND UNDERSTAND THE ALCOHOL SERVICE GUIDELINES AND ALL OTHER APPLICABLE UNIVERSITY POLICIES (<http://go.wlu.edu/policies>).**

\_\_\_\_\_  
Signature: applicant or organization representative / title

Date: \_\_\_\_\_

**For Internal Use**

Signature of Provost (or designee) \_\_\_\_\_ Date \_\_\_\_\_  
(Approval of exception to the University's alcohol policy of no alcohol service in an academic building)

The Director of Public Safety (or deputy) will designate the appropriate number of officers based on the University's policies and procedures

NUMBER OF OFFICERS REQUIRED \_\_\_\_\_ ESTIMATED FEES (if any) \_\_\_\_\_

Signature of Director of Public Safety (or deputy) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Vice President for Student Affairs \_\_\_\_\_ Date \_\_\_\_\_  
(or designee) (For events involving alcohol, students in attendance)

Signature of Assistant Director of Catering (or designee) \_\_\_\_\_ Date \_\_\_\_\_  
(For events involving alcohol, no students in attendance)

APPROVED \_\_\_\_\_ Date \_\_\_\_\_  
Student Affairs Operations and First-Year Coordinator (or designee)